

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
DIRECTOR OF FIRE TRAINING

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on a current examination list**

**Location:** Fire Prevention, Windsor Locks

**Job Posting No:** 8775

**Salary:** \$80,261 - \$109,428 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Wednesday, August 13, 2014**  
(Incomplete or late application packages will not be considered)

In the Commission on Fire Prevention and Control this class is accountable for directing the development, administration and marketing of all fire and related emergency services training programs.

**Eligibility Requirement:** **Candidates must have applied for and passed the DIRECTOR OF FIRE TRAINING exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the DIRECTOR OF FIRE TRAINING or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties:** This position directly oversees four Fire Academy Trainers, two clerical positions, CFA Bookstore staff, a storekeeper and approximately 140 per-diem Fire Service Instructors and Public Fire and Life Safety Educators; directs staff and operations; coordinate, plans and manages unit activities in support of approximately 300 fire departments statewide; oversees the administration of candidate physical ability testing and support of municipal fire department hiring; coordination with National Fire Academy for federal fire and emergency training programs; coordinate the overall state fire focus and master plan for fire training and education through coordination with the commission and statewide fire services organizations and duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of relevant state and federal laws, statutes and regulations including National Fire Protection Association (NFPA) standards; considerable knowledge of philosophy and objectives of fire and related emergency services training; considerable knowledge of principles and practices of training and educational methods and techniques; considerable knowledge of modern fire suppression and prevention techniques, methods, procedures and scientific aids; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **\*Wednesday, August 13, 2014, close of business to:**

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Mildred Mandry, Human Resources Associate**  
**Fax: (860) 685 – 8356**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer.**